

WORKSHEET 7A ESSENTIAL RECORDS

Briefly describe records you <i>USE</i> to accomplish your function?	Briefly describe records you <i>CREATE</i> ?	Check all that apply.	How soon would you need to access the record during an event?
Microsoft office	Memos & letters	<input type="checkbox"/> Protects health, safety or property. <input type="checkbox"/> Necessary to resume /continue operations. <input checked="" type="checkbox"/> Statutory requirement to retain. <input type="checkbox"/> Would require massive resources to reconstruct.	Immediately
		<input type="checkbox"/> Protects health, safety or property. <input type="checkbox"/> Necessary to resume /continue operations. <input type="checkbox"/> Statutory requirement to retain. <input type="checkbox"/> Would require massive resources to reconstruct.	
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